



Equal Opportunity Complaint Procedure

The NVCOG's Complaint Procedure will address discrimination complaints regarding race, color, religion, age, sex, gender identity, sexual orientation, marital status, physical disability (including but not limited to blindness), criminal record, national origin or ancestry or mental disorder (or history thereof), from both current and prospective employees. *These individuals have the right to make full utilization of this Complaint Procedure without in any way jeopardizing their current or prospect employment status.* The components of the NVCOG'S Complaint Procedure are the following:

1. The Equal Opportunity Employment Officer will receive all written complaints of discrimination. These may be direct from the employee or upon referral from a supervisor who has received a complaint from an employee.
2. All discrimination complaints filed under this procedure will be accepted for investigation up to and including thirty (30) days after the date of the alleged discriminatory act.
3. All complaints will be recorded on the "Notice of Discrimination Complaint" form and signed by the complainant. At this time, the complainant will be counseled as to the other avenues of redress open to him or her; i.e., the complaint procedure of the Commission on Human Rights and Opportunities and/or the Connecticut Department of Transportation Office of Contract Compliance.
4. The Office of Contract Compliance and the Transportation commissioner will be notified simultaneously of all complaints and of the complaint's ultimate resolution.
5. All complaints will be investigated and processed by the NVCOG's Equal Employment Opportunity Officer within thirty (30) days after their receipt.
6. The complainant will be notified, in writing, by the Equal Employment Opportunity Officer regarding the results of the investigation and the final disposition of the complaint, including any proposed remedial action.
7. Should the complainant disagree with the Equal Opportunity Employment Officer's decision, he or she can still avail himself or herself of any or all, of the other avenues of redress previously explained (see Number 3).
8. In the event of a complaint against the Equal Opportunity Employment Officer, complainants will be advised to utilize the Commission on Human Rights and Opportunities complaint procedure.
9. The Equal Employment Opportunity Officer will take the necessary steps to ensure the confidentiality of all Title VII complaint records and of any counseling done in the course of the complaint procedure.